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Tender

T2370 - Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service for a Consortium of 8 Councils in NI

Belfast City Council
Ards and North Down Borough Council
Armagh City, Banbridge and Craigavon Borough Council
Derry City and Strabane District Council
Fermanagh and Omagh District Council
Lisburn and Castlereagh City Council
Mid Ulster District Council
Newry, Mourne and Down District Council

F02: Contract notice

Notice identifier: 2023/S 000-009413

Procurement identifier (OCID): ocds-h6vhtk-038080

Published 31 March 2023, 10:26am

Section I: Contracting authority

I.1) Name and addresses

Belfast City Council

9 Adelaide Street

Belfast

BT2 8DJ

Contact

Lewis Murray

Email

cps@belfastcity.gov.uk

Country

United Kingdom

Region code

UKN0 - Northern Ireland

Internet address(es)

Main address

<https://www.belfastcity.gov.uk>

Buyer's address

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

I.1) Name and addresses

Ards and North Down Borough Council

Town Hall, The Castle

Bangor

BT20 4BT

Email

enquiries@ardsandnorthdown.gov.uk

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.ardsandnorthdown.gov.uk>

I.1) Name and addresses

Armagh City, Banbridge and Craigavon Borough Council

Craigavon Civic and Conference Centre, PO Box 66, Lakeview Road

Craigavon

BT64 1AL

Email

info@armaghbanbridgecraigavon.gov.uk

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.armaghbanbridgecraigavon.gov.uk>

I.1) Name and addresses

Derry City and Strabane District Council

Council offices, 98 Strand Road

Derry

BT48 7NN

Email

info@derrystرابane.com

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.derrystرابane.com>

I.1) Name and addresses

Fermanagh and Omagh District Council

The Townhall, 2 Townhall Street

Enniskillen

BT74 7BA

Email

info@fermanaghomagh.com

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.fermanaghomagh.com>

I.1) Name and addresses

Lisburn and Castlereagh City Council

Island Civic Centre, Lagan Valley Island, The Island

Lisburn

BT27 4RL

Email

info@lisburncastlereagh.gov.uk

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.lisburncastlereagh.gov.uk>

I.1) Name and addresses

Mid Ulster District Council

Dungannon Office, Circular Road

Dungannon

BT71 6DT

Email

info@midulstercouncil.org

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.midulstercouncil.org>

I.1) Name and addresses

Newry, Mourne and Down District Council

District Council Offices, O'Hagan House, Monaghan Row

Newry

BT35 8DJ

Email

info@nmandd.org

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

<https://www.newrymournedown.org>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of

charge, at

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

T2370 - Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service for a Consortium of 8 Councils in NI

Reference number

T2370

II.1.2) Main CPV code

- 98351110 - Parking enforcement services

II.1.3) Type of contract

Services

II.1.4) Short description

This tender opportunity has been issued by Belfast City Council 'the lead Council' in connection with a competitive procurement being conducted in accordance with the Public Contracts Regulations.

The lead Council, on behalf of 8 local authorities in Northern Ireland (named in this notice) 'Consortium', invites tenders from suitably qualified and experienced economic operators 'Bidders' for the provision of a car park management / off street parking enforcement and penalty charge notice 'PCN' processing service.

Upon notification of award of this joint procurement exercise each council member of the Consortium will enter into individual contracts with the successful Bidder. Each council will have responsibility for the day to day management of their respective contracts.

The tender documents sets out the information which is required by the lead Council to assess the suitability of Bidders' experience, organisational and financial standing to meet the tender requirement. In addition to this, quality and pricing proposals will also be assessed before any contract award is made.

II.1.5) Estimated total value

Value excluding VAT: £13,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 34926000 - Car park control equipment
- 34996300 - Control, safety or signalling equipment for parking facilities
- 38730000 - Parking meters
- 51214000 - Installation services of parking meter equipment
- 98351000 - Car park management services
- 98351100 - Car park services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

Main site or place of performance

- Ards & North Down Borough
- Armagh City, Banbridge & Craigavon Borough
- Belfast City
- Derry City & Strabane District
- Fermanagh & Omagh District
- Lisburn & Castlereagh City
- Mid Ulster District

II.2.4) Description of the procurement

The Consortium members are currently in contract with the Department for Infrastructure (DfI) via an Agency Agreement for the provision of off-street car park management services. The DfI carry out some of these services using internal staff but also employ a

contractor to deliver the majority of the services. This arrangement is due to end on 31st October 2023.

The Consortium is seeking to procure the provision of its own off-street parking service via a service provider from 1st November 2023 that will provide enforcement in 106 existing charged off-street car parks throughout the different Consortium areas.

It is expected the successful Bidder will provide the following:-

- Off-Street Enforcement
- Cash Collection & Reconciliation
- Pay & Display (“P&D”) machine maintenance
- Full life cycle Penalty Charge Notice (“PCN”) Processing to Enforcement of
- Judgements Office representation stage
- Adjudication service through the Northern Ireland Courts Service
- Debt Recovery in accordance with council’s instructions
- Call centre and customer service help desk for customer interface
- Weekly and monthly reports including updates for financial patterns
- Enforcement at a further 248 Off-Street Car Parks, which are currently free but enforced, throughout the Consortium areas on request from councils, for civil parking contraventions by Traffic Attendant (TA) staff

Bidders should note that the number of Off-Street Car Parks that are currently charged may change throughout the Contract Period and that Off-Street Car Parks which are currently free and not currently enforced may become enforceable by the successful Bidder during the Contract Period, on request of the councils and on the basis of the same costs that the Bidder will supply within its Tender.

During the Contract Period, it is envisaged that the councils may wish to explore other more innovative parking schemes and methods of parking enforcement and management as technology evolves, some of which the councils may ask the successful Bidder to trial as part of a pilot scheme and the cost and scope of which will be agreed between the councils and successful Bidder in accordance with the terms of the Contract.

The Consortium requires a service provider who can respond effectively to these changes

as well as the (non- exhaustive) list of tasks above, enabling the councils to enhance user satisfaction, create a more efficient parking services model that uses a simple, socially inclusive, responsive, coherent and smart approach which the community as a whole can embrace; as well as implementing technological improvements in parking services.

Following the successful conclusion of the tender process, the councils are seeking to contract with a competent organisation for the supply of all equipment and applications to support the councils' parking management service as well as supply labour and parking management expertise. The equipment and applications that the Bidder will supply are fully defined in the Specification, but for illustrative purposes they include items such as the hand-held devices used by Traffic Attendants for enforcement, Traffic Attendant uniforms and back-office software systems.

Full details of the scope of the Deliverables required can be found in Schedule 1 – Specification.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £13,500,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 November 2023

This contract is subject to renewal

Yes

Description of renewals

The Contract shall be effective from the date of award of Contract for an initial period of 5 years.

The Consortium (i.e. each council using their own Contract) reserves the right to extend/renew the Contract up to a further 4 years (2 + 2 year periods). Any extension may be subject to further approval by Council Committee, availability of funding and satisfactory performance of the Contractor.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Contract shall be effective from the date of award of Contract for an initial period of 5 years.

The Consortium (i.e. each council using their own Contract) reserves the right to extend/renew the Contract up to a further 4 years (2 + 2 year periods). Any extension may be subject to further approval by Council Committee, availability of funding and satisfactory performance of the Contractor.

Bidders should note that the number of Off-Street Car Parks that are currently charged may change throughout the Contract Period and that Off-Street Car Parks which are currently free and not currently enforced may become enforceable by the successful Bidder during the Contract Period, on request of the councils and on the basis of the same costs that the Bidder will supply within its Tender.

During the Contract Period, it is envisaged that the councils may wish to explore other more innovative parking schemes and methods of parking enforcement and management as technology evolves, some of which the councils may ask the successful Bidder to trial as part of a pilot scheme and the cost and scope of which will be agreed between the councils and successful Bidder in accordance with the terms of the Contract.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

The current estimated value of the service is GBP 13,500,000 over the total 9-year contract period to include the 8 local authorities listed. The estimate value provided in this notice may be subject to change in line inflation/ market prices, changes in volumes of work and inclusion of contract options and associated innovation.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As set out in the tender documents

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As set out in the tender documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-031720](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

2 May 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

2 May 2023

Local time

12:30pm

Place

via eSourcing NI

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Belfast

Country

United Kingdom